

The Friends of the Library Executive Board will meet on Monday, July 21, 2025, at 6 p.m. at the L.E. Phillips Memorial Public Library in room 105. Committee chairs and members are welcome.

AGENDA

1. Call to order/Roll Call (Mathson)
2. Motion to approve minutes from the meeting held on Monday, June 16, 2025 (Mathson)
3. Call for additions to the agenda and announcements (Mathson)
 - a. Welcome Anna Zook
4. Treasurer's reports (Gragert)
5. Library report (Hennings)
6. Board liaison report (Pesicka)
7. Staff General Updates (Yearous/Hayden)
 - a. Sidewalk Sale results
 - b. Harry Potter Silent Auction
 - c. Seasonal Train Exhibit Sponsorship Update
 - d. 2026 Membership Drive
8. Old Business
9. New Business

The Mission of Friends of the Library

The mission of the Friends of the L.E. Phillips Memorial Public Library is to encourage literacy, expression, and discovery in the Chippewa Valley through support to the L.E. Phillips Memorial Public Library and the surrounding community.

Friends of the Library Regular Board Meeting Minutes 06/16/2025

Present: Jeremy Gragert, Treasurer; Michael Kersting, Member at Large; Esther Moen, President; Astrid Hayden, Administrative Assistant; Nancy Kerr, Library Director; Mary Jo Mayer, Secretary; Deb Mathson, Vice President; Stacy Yearous, Program and Development Coordinator; Dave Lehmkuhl, Past President

Absent: Patti Ausman, Member at Large; Kimberly Hennings, Deputy Director

1. Meeting called to order 6:00 p.m from Moen
2. Motion from Moen to approve mtg. minutes from regular Friends May mtg., Mike K approves, Dave L. seconds, minutes approved. Motion to approve May Annual mtg. minutes; Dave L approves, Mike K seconds, minutes approved.
3. Call from Moen for any additions to agenda. Stacy Y. added the following: Friends August mtg. will be a picnic to welcome incoming members (no meeting to be held). Light meal to be served. Bring your own beverage. To be held in area just outside of Dabblebox. Date is August 18th, 6 p.m. Circulated email from new member Sara M. on her thoughts about joining Friends board. Thank You card from Dave and Donna L. to be passed around.
4. **Treasurer's report (Gragert)** - We are into the second to last month before end of fiscal year. Book sales in general continuing slight downward trend. Membership revenue still coming in. We are over goal for membership revenue.
5. **Library report (Kerr)** - Would like to highlight our new Community Language Collection. This was put together with some ARPA funds still available from city in amt. of \$12,000.00. Spanish, French, Hmong and Ojibwa were the four languages indicated by community. Summer at the Library (SAL) was launched with great enthusiasm throughout. The popular Spring Genealogy Series was kicked off and also Michael Levenick was welcomed as June MIR. Melany Bartig has retired after 46 years with library!
6. **Board Liaison report (Markgraf)** - Thursday will be final board meeting for 3 members. New members starting term. This is Friend's last meeting for Jill M. Gary Pesicka will be Friends next Board Liason member.
7. **Staff General Updates (Yearous/Hayden)** - Stacy finished Cohort which she attended March, April and May. She went thru a "Big Appeal" ask. Starting in July, will be asking for additional funds on smaller scale. Sidewalk sale held 1st Friday in June made \$330.00. Upcoming sales will be held July 3rd and 1st Friday in August. Alibris will be down by end of month June.
8. **Old Business - (Yearous)** - Will attempt to sell with local resources copy of Leviathan. Estimate given was \$5000.00
9. **New Business - (Yearous)** - Dave L. put forth motion to renew CD maturing July 1, in amt. of \$33,330.73 for another 12 month period at 4.4%. Deb M. seconds, motion approved.

Meeting adjourned 6:35 p.m. Minutes submitted by Mary J Mayer, Next meeting Monday July 21, 6:00 p.m.

Statement of Financial Position
Friends of the LE Phillips Memorial Public
As of June 30, 2025

Distribution account	Total
Assets	98,895.75
Current Assets	98,895.75
Bank Accounts	38,552.23
Other Current Assets	60,343.52
Total for Current Assets	\$98,895.75
Total for Assets	\$98,895.75
Liabilities and Equity	98,895.75
Liabilities	14,879.50
Current Liabilities	14,879.50
Credit Cards	
Other Current Liabilities	14,879.50
Total for Current Liabilities	\$14,879.50
Long-term Liabilities	
Total for Liabilities	\$14,879.50
Equity	84,016.25
Total for Liabilities and Equity	\$98,895.75

Statement of Financial Position
Friends of the LE Phillips Memorial Public
As of June 30, 2024

Distribution account	Total
Assets	94,936.65
Current Assets	94,936.65
Bank Accounts	37,473.72
Other Current Assets	57,462.93
Total for Current Assets	\$94,936.65
Total for Assets	\$94,936.65
Liabilities and Equity	94,936.65
Liabilities	29,989.98
Current Liabilities	14,989.98
Credit Cards	
Other Current Liabilities	14,989.98
Total for Current Liabilities	\$14,989.98
Long-term Liabilities	15,000.00
Total for Liabilities	\$29,989.98
Equity	64,946.67
Total for Liabilities and Equity	\$94,936.65

Statement of Financial Position Summary

Friends of the LE Phillips Memorial Public Library

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	\$98,895.75
Current Assets	\$98,895.75
Bank Accounts	\$38,552.23
Other Current Assets	\$60,343.52
Total for Current Assets	\$98,895.75
Total for Assets	\$98,895.75
Liabilities and Equity	\$98,895.75
Liabilities	\$14,879.50
Current Liabilities	\$14,879.50
Credit Cards	
Other Current Liabilities	\$14,879.50
Total for Current Liabilities	\$14,879.50
Long-term Liabilities	
Total for Liabilities	\$14,879.50
Equity	\$84,016.25
Total for Liabilities and Equity	\$98,895.75

Statement of Activity by Month

Friends of the LE Phillips Memorial Public Library

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
Income						
Book Sales						
Amazon/Ebay/Pango Sales	634.34	417.02	778.19	219.37	385.83	459.24
Bookstore Sales	998.53	1,026.79	2,517.71	840.60	1,018.51	793.26
Online Book Sales	280.41	775.18	359.09	771.34	469.62	884.11
Total for Book Sales	1,913.28	2,218.99	3,654.99	1,831.31	1,873.96	2,136.61
Business Partners						
Capital Appeal Donations				50.00		890.00
Corporate Memberships/Sponsorships		500.00		250.00		3,000.00
Event Income					170.00	3,322.19
Grants					3,000.00	
Interest	133.99	277.72	273.57	267.36	275.74	416.19
Memberships (Households)	163.92	299.05	314.42	466.94	765.00	10,160.92
Miscellaneous Income	2,000.00		250.00	1,000.00		1,000.00
Monies Received from Library	100.00	3,100.00			6,628.00	4,500.00
Programs						
Books for Babies		250.00		6,003.92		
Give-a-Kid-a-Book		250.00	10.00	500.00	2,715.00	2,720.72
In Honor Of					75.00	
Total for Programs	0	500.00	10.00	6,503.92	2,790.00	2,720.72
Total for Income	4,311.19	6,895.76	4,502.98	10,369.53	15,502.70	28,146.63
Cost of Goods Sold						
Gross Profit	4,311.19	6,895.76	4,502.98	10,369.53	15,502.70	28,146.63
Expenses						
Book Sale Expenses						
Book Sales						
Promotions					15.80	
Volunteer Meals/Food				9.08		
Total for Book Sales	0	0	0	9.08	15.80	0
Online Book Sales						
Postage	834.48			614.17		
Supplies		81.79	17.69		34.14	59.84
Total for Online Book Sales	834.48	81.79	17.69	614.17	34.14	59.84
Total for Book Sale Expenses	834.48	81.79	17.69	623.25	49.94	59.84
Credit Card Co. Fees	28.20	26.82	57.44	26.82	26.92	44.65
Event Expenses			17.99	9.58		
Insurance			252.00			
Library Allocations						
Memberships	65.85			24.76	11.26	
Miscellaneous Expense		49.00				

Statement of Activity by Month

Friends of the LE Phillips Memorial Public Library

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
Monies Remitted to Library		3,200.00			6,628.00	4,500.00
Newsletter				417.70		
Office Supplies					25.94	
Payroll Expenses						
Taxes	184.83	204.28	224.52	206.53	228.83	206.01
Wages	2,416.01	2,670.46	2,934.81	2,699.83	2,991.14	2,692.90
Total for Payroll Expenses	2,600.84	2,874.74	3,159.33	2,906.36	3,219.97	2,898.91
Program Expense						
Books for Babies						
Books	921.85	270.37	776.73	786.48	180.78	755.92
Supplies	256.88		15.40	87.30		68.28
Total for Books for Babies	1,178.73	270.37	792.13	873.78	180.78	824.20
Give-a-Kid-a-Book						
Books			507.60	1,410.53	2,025.97	1,499.92
Misc. Expenses						
Total for Give-a-Kid-a-Book	0	0	507.60	1,410.53	2,025.97	1,499.92
In Honor Of						
Library					75.00	
Total for In Honor Of	0	0	0	0	75.00	0
Total for Program Expense	1,178.73	270.37	1,299.73	2,284.31	2,281.75	2,324.12
Story Builder Campaign						
Subscriptions/Org. Membership	170.99	170.99	182.99	182.99	182.99	182.99
Telephone	27.18			10.91		
Uncategorized Expense						
Volunteer Appreciation	177.09		153.98	25.00		
YS Programs and Services (Prizes/Giveaways)	55.99	90.98	272.56	26.35		
Total for Expenses	5,139.35	6,764.69	5,413.71	6,538.03	12,426.77	10,010.51
Net Operating Income	-828.16	131.07	-910.73	3,831.50	3,075.93	18,136.12
Other Income						
Other Expenses						
Net Other Income	0	0	0	0	0	0
Net Income	-828.16	131.07	-910.73	3,831.50	3,075.93	18,136.12

Statement of Activity by Month

Friends of the LE Phillips Memorial Public Library

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	TOTAL
Income							
Book Sales							0
Amazon/Ebay/Pango Sales	592.90	627.57	994.44	429.79	240.03	235.96	6,014.68
Bookstore Sales	1,145.14	2,508.66	1,878.79	1,021.84	675.71	1,280.81	15,706.35
Online Book Sales	975.86	570.38	590.19	501.40	268.22	354.30	6,800.10
Total for Book Sales	2,713.90	3,706.61	3,463.42	1,953.03	1,183.96	1,871.07	\$28,521.13
Business Partners			500.00		475.00		975.00
Capital Appeal Donations	3,325.00	1,000.00	250.00	600.00		500.00	6,615.00
Corporate Memberships/Sponsorships							3,750.00
Event Income	75.00						3,567.19
Grants							3,000.00
Interest	120.36	258.14	238.59	261.59	255.69	399.98	3,178.92
Memberships (Households)	2,357.84	841.00	2,946.00	1,166.48	489.71	180.00	20,151.28
Miscellaneous Income	300.00			42.00		6,397.94	10,989.94
Monies Received from Library					2,511.40	2,770.00	19,609.40
Programs							0
Books for Babies							6,253.92
Give-a-Kid-a-Book	700.00		280.00	32.00			7,207.72
In Honor Of	125.00		350.00				550.00
Total for Programs	825.00	0	630.00	32.00	0	0	\$14,011.64
Total for Income	9,717.10	5,805.75	8,028.01	4,055.10	4,915.76	12,118.99	\$114,369.50
Cost of Goods Sold							
Gross Profit	9,717.10	5,805.75	8,028.01	4,055.10	4,915.76	12,118.99	\$114,369.50
Expenses							
Book Sale Expenses							0
Book Sales							0
Promotions		11.01	19.86	9.97			56.64
Volunteer Meals/Food							9.08
Total for Book Sales	0	11.01	19.86	9.97	0	0	\$65.72
Online Book Sales	23.55					96.05	\$119.60
Postage	686.87				584.30		2,719.82
Supplies		38.49	224.68	42.89	28.65		528.17
Total for Online Book Sales	710.42	38.49	224.68	42.89	612.95	96.05	\$3,367.59
Total for Book Sale Expenses	710.42	49.50	244.54	52.86	612.95	96.05	\$3,433.31
Credit Card Co. Fees	166.34	37.41	32.89	33.15	28.37		509.01
Event Expenses	808.99						836.56
Insurance		31.00					283.00
Library Allocations				15,025.00			15,025.00
Memberships	366.17				151.38		619.42
Miscellaneous Expense			1.39				50.39

Statement of Activity by Month

Friends of the LE Phillips Memorial Public Library

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	TOTAL
Monies Remitted to Library					5,281.40		19,609.40
Newsletter			181.13		258.03		856.86
Office Supplies	16.99	58.27	4.36		289.21	62.43	457.20
Payroll Expenses							0
Taxes	218.27	202.65	197.28	199.73	219.68	204.21	2,496.82
Wages	2,853.17	2,649.07	2,578.88	2,610.85	2,871.54	2,669.48	32,638.14
Total for Payroll Expenses	3,071.44	2,851.72	2,776.16	2,810.58	3,091.22	2,873.69	\$35,134.96
Program Expense							0
Books for Babies						714.74	\$714.74
Books	498.03	446.31	530.97	378.36	512.70	797.98	6,856.48
Supplies	11.08	55.99				23.52	518.45
Total for Books for Babies	509.11	502.30	530.97	378.36	512.70	1,536.24	\$8,089.67
Give-a-Kid-a-Book							0
Books						151.00	5,595.02
Misc. Expenses	206.35		17.95				224.30
Total for Give-a-Kid-a-Book	206.35	0	17.95	0	0	151.00	\$5,819.32
In Honor Of							0
Library	125.00		350.00				550.00
Total for In Honor Of	125.00	0	350.00	0	0	0	\$550.00
Total for Program Expense	840.46	502.30	898.92	378.36	512.70	1,687.24	\$14,458.99
Story Builder Campaign					15,000.00		15,000.00
Subscriptions/Org. Membership	182.99	582.99	182.99	182.99	207.99	619.79	3,033.68
Telephone	11.59				11.73		61.41
Uncategorized Expense						32.85	32.85
Volunteer Appreciation					95.93		452.00
YS Programs and Services (Prizes/Giveaways)							445.88
Total for Expenses	6,175.39	4,113.19	4,322.38	18,482.94	25,540.91	5,372.05	\$110,299.92
Net Operating Income	3,541.71	1,692.56	3,705.63	-14,427.84	-	6,746.94	\$4,069.58
					20,625.15		
Other Income							
Other Expenses							
Net Other Income	0	0	0	0	0	0	0
Net Income	3,541.71	1,692.56	3,705.63	-14,427.84	-	6,746.94	\$4,069.58
					20,625.15		

**Friends of the
L. E. Phillips Memorial Public Library
Budget**

	2024-2025 Budget	6/30/2025 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	20,151.28	(1,151)	106.06%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	975.00	1,525	39.00%
Bookstore Sales	18,000	15,706.35	2,294	87.26%
Online Booksales	14,000	12,814.78	1,185	91.53%
Grants	2,000	3,000.00	(1,000)	150.00%
Give-a-Kid-a-Book	7,000	7,207.72	(208)	102.97%
Books for Babies	5,000	6,253.92	(1,254)	125.08%
Special Event Fundraising	5,000	3,567.19	1,433	71.34%
Capital Appeal Donations/Contribution	5,000	6,615.00	(1,615)	132.30%
In Honor Of	1,500	550.00	950	36.67%
Interest	2,000	3,178.92	(1,179)	158.95%
Miscellaneous	500	10,989.94	(10,490)	2197.99%
Monies Received for Library	6,000	19,609.40	(13,609)	326.82%
Transfer From Balance	11,250			
Total Revenue	\$ 102,750	114,369.50	(22,870)	111.31%

Expenses

Library Allocations	15000	15,025.00	(25)	100.17%
Capital Appeal Contribution	15000	15,000.00	-	100.00%
Special Event Fundraising Expenses	1000	836.56	163	83.66%
Salaries	34900	32,638.14	2,262	93.52%
Payroll Taxes	2700	2,496.82	203	92.47%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	619.42	381	61.94%
Credit Card Fees	600	509.01	91	84.84%
Annual Meeting	250	0.00	250	0.00%
Telephone/General Postage	200	61.41	139	30.71%
Newsletter	800	856.86	(57)	107.11%
Give-a-Kid-a-Book	4000	5,819.32	(1,819)	145.48%
Books for Babies	7000	8,089.67	(1,090)	115.57%
In Honor Of	1500	550.00	950	36.67%
Booksales: Expense	500	65.72	434	13.14%
Online Booksales: Expenses	4500	3,367.59	1,132	74.84%
Volunteer Appreciation	500	452.00	48	90.40%
Office Supplies	2500	457.20	2,043	18.29%
Subscriptions/Org. Memberships	3000	3,033.68	(34)	101.12%
Miscellaneous	500	50.39	450	10.08%
Monies Remitted to Library	6000	19,609.40	(13,609)	326.82%
Uncategorized Expenses		32.85	(33)	
YS Program Prizes	1000	445.88	554	44.59%
Total Expense	\$ 102,750	110,299.92	(7,550)	107.35%

Administrative Services

Nancy Kerr, Library Director

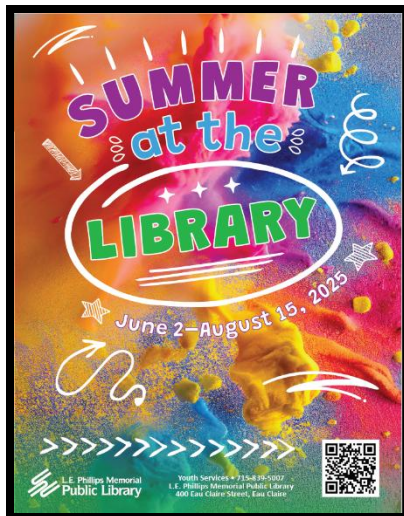
Many thanks to our departing Board members Jill, Kate and Sheng and welcome to new Board members Amy, Ann and Paul! We so appreciate your time and your thoughtful input to our library staff members. A hearty welcome to our new City Council rep Ethan Reed as well. We look forward to an interesting and productive new fiscal year.

I participated in a City Leadership SWOT analysis exercise as part of the City's strategic planning efforts. We used a tried and true method involving giant post-its and garage sale dot stickers to see where there was consensus on Strengths, Weaknesses, Opportunities and Threats, which was similar to a process we'd used in our own strategic planning. The City is working with former employee Scott Allen on this project. I also attended a meeting the same day on the Dewey Street Bridge project, the proximity of which makes it an important one for us. More information will be coming soon.

Youth Services

Kelly Witt, Youth Services Manager

On June 2, we launched Summer at the Library (SAL) with great success and even



greater bursts of color. This year's colorful theme is on full display in every corner of the library with vibrant decorations and eye-catching promotions. Staff have been busily facilitating a variety of programs for the over 5000 children and families who attended YS programs in June! Additionally, more than 1,500 children and teens signed up for the reading log, where they can earn prizes simply by doing what they love: reading. A big hit this year is a new prize, a free café treat, generously donated by Sam's Club.

For the second summer in a row, we brought SAL directly to early childhood centers. Staff visited five centers to deliver brief storytimes, distribute reading logs, and hand out starter prizes. Children received materials to take home to their families, while teachers were invited to participate in the program themselves. Teachers who complete a reading log with their class will get to choose five new books to add to their classroom libraries, thanks to generous donations from the community.

We kicked off our summer storytime series with an outdoor event for families at Owen Park Bandshell on June 6. Ninety attendees gathered for singalongs, read-alouds, and scarf play. The BookBike also made an appearance so families could sign up for the summer reading program and check out books under the trees.



Our first Teen Late Night of the summer was a lively success with 29 teens attending, many of them first-timers. The evening began with a team scavenger hunt, followed by free time where participants rotated through gaming, mini golf, Dabble Box maker projects, VR headset play, ping-pong, and a movie. Late Nights continue to be three hours of fast-paced fun that leave teens happy and staff happily exhausted.

Reference Services

Elizabeth Steans, Reference Services Manager

In June, the Reference Services Team (RS) kicked off adult and makerspace summer programs! The return of our ever-popular adult program, “Dabble on the Patio with Mocktails!”, welcomed 91 adult makers. The tables on Dabble Box patio and the RCU Dabble Box were full with creativity, conversation, and refreshing mocktails.



Our June Maker in Residence, Michael Levenick, hosted three workshops and built a kinetic sand table, which is on display in the lower level art gallery outside of the Library Administration office.

Other successful programs in June include Spice of Month Club, and the kickoff of the Adult Summer at the Library (SAL) program, Pride in the Park activities, and the return of our 3D print modeling class!

Circulation Services

Paula Stanton, Circulation Manager

In June, Circulation staff were awesome. THE END.

But really, for the first time in recent history, Circulation staff managed to keep up with all of the shelving that June comes with. Typically, the third week in June is the busiest week in the department and staff was on the ball with shelving that they were working on special beautification and cleaning projects: like oiling cart wheels, cleaning book bins, adding more face out displays to collections and more.

Additionally, Linda and Paula, together with several Managers in other departments, created a long-term staffing plan for the Circulation department. In addition to standardizing the number of hours staff works, the Circulation department will also begin to phase out the Page position as funding allows and start more employees at the Clerk level as many similarly sized libraries have done. This will allow the library to have more flexibility, to recruit from a larger pool of highly qualified candidates, give staff more variety in job duties, and provide a higher entry level wage. Linda then met with all of the current Pages to identify those who are interested in moving up to a Clerk position when one becomes available. The last long-term staffing plan was accomplished over the course of 8 years so we are hoping this will be a guide for years to come.

Technical Services

Lynn Gates, Technical Services Manager

June was a satisfying month for Technical Services, after working hard for so long, the Community Language Collection was launched! Everyone in TS had a hand in making sure we were able to open with a beautiful, fully cataloged collection of books. By the end of June there were 142 checkouts across all age groups and three of our four languages. The library also received several positive comments from customers thanking us for the collection.

